Agency Operations Plan 2015-17

Agency:

Center for Tobacco Prevention and Control Policy

Line of Business: (optional)

Contact:

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Technology Strategy:

The Center for Tobacco Prevention and Control Policy was created in November 2008 and all office equipment was purchased in FY 2010 or after.

All of the office equipment assists in completing the mission of the agency, which is to save lives and save money by reducing tobacco use, the leading cause of preventable disease and death in North Dakota, over a matter of years rather than over many decades. The Tobacco Prevention and Control Executive Committee is working to achieve this by establishing a state agency, developing and implementing a comprehensive plan, issuing grants and contracts, equipping and staffing a central office, and tracking and reporting progress and expenditures in completing state plan and yearly work plan objectives and activities.

2013-2015 Biennium, the Executive Committee was approved for 8 FTE and additional temporary FTEs as needed. The staff administers and manages the day-to-day activities involved in creating the statewide comprehensive tobacco prevention and control program as mandated. The work involves typical office and desk work, generating and filing/storing documents, using phone and electronic communication, and meeting via phone and video conferencing.

Technology Infrastructure:

Laptops
   2 – HP purchased Dec 2009 – Windows XP Service pack 3 – Microsoft Office 2007
   2 – HP purchased June 2010 – Windows 7 Professional – Microsoft Office 2007
   1 – HP purchased December 2010 - Windows 7 Professional – Microsoft Office 2007
   4 – HP purchased August 2011 - Windows 7 Professional – Microsoft Office 2010
   2 – HP purchased June 2013 – Windows 7 Professional – Microsoft Office Standard 2013

   Nine laptops have a 22-inch widescreen LCD monitor, docking station, wireless keyboard & mouse
   One wireless mouse and one split wireless keyboard - not currently being used
   Replacement every 3 years

Printers
HP Laser Jet Pro 500 Color Wireless All-in-One printer – all computers networked – purchased July 2012
HP Color LaserJet CM4730F Printer with 500 sheet stapler stacker – all computers networked – this is our main printer, copier, scanner and fax – purchased November 2009
HP LaserJet Pro 200 purchased 11/27/13
Replacement desktop 3-4 years
Color Laser – 5 years

Mobile Devices
2 – Blackberry phones with Verizon service – update as needed
2 – Flip phones (Samsung)
1 – Samsung Galaxy S4 – purchased 8/2013

Additional Software
2 computers with Adobe Creative Suite CS6 – purchased/upgraded April/May 2012
Upgrade as needed

Desktop Support
Desktop support is provided through NRG Technology Services. The agency is small and does not have a FTE with dedicated time to, or expertise in, IT.

Interactive Video Network (IVN)
The office conference room is wired as part of the statewide Interactive Video Network (IVN) that links the agency with all 28 local public health units and 48 hospitals with the following two-way videoconferencing equipment:
- HDX 6000 HD codec POLYCOM system
- HDX ceiling microphone
- EagleEye HD and EagleEye QDX wall-mounted camera
- Panasonic 50" HD Plasma Display Screen
- Speaker kit
- 3-year AVI VC support – expired Jan 22, 2013; did not renew
- Technical support from Dept of Health Division of Education Technology on videoconferencing

Wireless
Conference room is equipped with wireless access via STAGENet

Phones
Avaya 1692IP Conference Station Phone (Polycom digital) – conference room
SoundStation 2W (basic) 2.4 GHZ WDCT Wireless Speaker Phone (analog) – no longer used
Avaya Speaker/Display phone in 10 offices
Toll-free line 877-277-5090
Fax line 328-5135 used through the HP Color LaserJet CM4730F Printer (listed above)

Planned Activities:

The agency is using the DOH Program Reporting System (PRS) and has been working with Nexus Innovations to enhance the system to fit the needs of the agency. This reporting system is what grantees from local public health units use to submit grant applications, program progress reports and requests for reimbursements. During 2015-2017 biennium, the agency will continue to work through a contract with Nexus Innovations to provide any additional needs or reporting requirements the agency needs.

Technologies being considered or investigated:

We are considering the following enhancements to PRS:
      PRS performance tuning;
      PRS user experience enhancement (ease of use, efficiency for end users);
      and PRS reporting enhancements.

Generally, we need improvements for a more automated system to significantly reduce human errors; and we need greatly enhanced reporting capabilities.

The agency staff is always interested in the features of internet-based systems that other states have developed to track tobacco control program and expenditures.